



Steven L. Beshear
Governor

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Nikki R. Jackson
Secretary

PERSONNEL MEMO 08-28

TO: Cabinet Secretaries
Agency Heads
Personnel Administrators

FROM: Nikki R. Jackson, Secretary 

DATE: October 20, 2008

SUBJECT: AIKCU-sponsored 2009 Frankfort Internship Program

The Association of Independent Kentucky Colleges and Universities (AIKU) is currently selecting students for the 2009 Administrative Internship Program. Placement of students is scheduled for January 16 through April 15, 2009.

The Personnel Cabinet supports this program enthusiastically and will facilitate the process of placing these students in Executive Branch agencies.

I encourage you to participate in this valuable program and offer these outstanding students an opportunity to get hands-on experience in public service that may lead them to determine that Kentucky State Government is the "Employer of Choice."

Attached is a fact sheet that you will need to follow to ensure proper processing of these interns.

Each intern must complete an application on-line in the Career Opportunities System to participate in this program.

If you have any questions please contact Rebekah Singleton, Co-Op/Intern Program Coordinator at (502) 564-5248.

FACT SHEET

FOR
2009 FRANKFORT SEMESTER INTERN

Personnel/Payroll Instructions

1. Agency must submit Exemption to Hiring Freeze.
2. Enter a P-1 to establish (E71) and appoint (A11).
3. Effective date of appointment is 01/16/09. Appointment will run through 4/15/09.
4. There is no position description required.
5. Remarks must state – FRAK SEM INTER – STIPEND.
6. Use title code 9901 – Co-op.
7. Agency shall pay student internship participants a stipend of \$375 per pay period.
8. You do have to withhold Social Security tax.
9. Agencies will be responsible for ensuring interns will work at least 30 hours per week.
10. There are no timesheets required.